



Facilities Rental: Audio-Visual Equipment and Services

Current: 8-25-15

We look forward to an opportunity to work with you to help make your meeting or event Presidential! We are pleased to offer the following audio-visual equipment and services to assist in meeting your event needs.

Please contact the Facilities Rental Office at 217/558-8873 to discuss audio-visual for your event. We hope to work with you soon. Thank you.

General Information

- **With the exception of laptop computers, audio-visual equipment must be provided by the Abraham Lincoln Presidential Library & Museum.**
- All rentals are priced as listed and are subject to availability.
- A/V equipment and services need to be confirmed one week prior to your event please.
- A Rush Charge of \$50 may apply to requests made less than 24 hours before an event.
- Charges for audio-visual equipment and services will be invoiced post-event.
- Prices subject to change without advance notice.
- Complicated/Multiple set-ups may require additional labor charges.
- A 48-hour notice for all cancellations is requested.

Venues with Built-In A/V Equipment:

The ALPLM is pleased to offer the following rental venues that feature built-in audio-visual equipment. Pricing for the use of any or all of the equipment in the venues follows: (Additional Charges for services such as video-conferencing will apply)

Note: Labor for set-up, equipment use instruction and tear-down is included in the equipment cost.

Multi-Purpose Room (Library)

Podium with microphone	\$200 day/evening rental
Document Camera (Overhead Projector)	\$100 half-day rental
LCD Projection System with Screen	
DVD Player	
VHS Player	
2 lapel microphones	
2 wireless microphones	
*South side only is capable of multi-media presentations	
High Speed Internet Access	

Classroom (Library)

**South Classroom only offers built-in a/v equipment	
Podium with microphone	\$100 day/evening rental
Drop-down Projection Screen	\$50 half-day rental
LCD Projection System	
DVD Player	
1 wireless microphone	
High Speed Internet Access	

Computer Lab (Library)

LCD Projection System
 Drop-Down Projection Screen
 1 Hand-Held Microphone
 Whiteboard
 Presenter Station with PD and Keyboard
 Fully Networked Environment
 High-Speed Internet Access
 12 Computer Terminals (seating for up to 24 people)
 Microsoft Office Suite at Each Station
 2 Printers (one black and white printer; one color printer)
 **Special Software Fee per terminal

\$200 day/evening rental

\$100 half-day rental

\$25 per terminal for technical set

The ALPLM is pleased to offer the following audio-visual equipment and services in rental venues without built-in equipment, or to augment a/v needs in venues with built-in equipment:

Note: Labor for set-up, equipment use instruction and tear-down is included in the equipment cost.

Projection Equipment

Overhead Projector	\$35
LCD Projector (up to 4500 lumens)	\$250
Tripod Projection Screen (8' x 8')	\$25
Rear Projection Screen (including front drape)	\$125
DVD Player	\$25

Audio

Podium with microphone	\$15
Wireless Hand-Held Microphone	\$85
Wireless Lapel Microphone	\$85
Wired Hand-Held Microphone	\$25
Wired Tabletop Microphone (includes stand)	\$25
Mixer (8 channels = small; 32 channels = large)	\$35 (small); \$110 (large)
Speaker	\$50 (small); \$90 (large)
Multibox	\$25
Concert Sound System	\$350-\$4,000 (Call for Quote)
Mono DI	\$25
Audio Feed	\$25

Video Equipment

Video Monitor with Cart	\$50
Video Cameras (HD)*	\$125
Tripod	\$10

* A/V Technician required to operate

Telephone

Telephone	\$25
Polycom Teleconference Phone	\$50
Polycom Teleconference Phone with extenders	\$60
Phone Line for Conferencing (local or long-distance)	\$50
Hub	\$10

Computer/Data Projection

Laptop Computer	\$100/day or portion thereof
Podium Computer (Multipurpose Room Only)	\$100/day or portion thereof
RF Wireless Remote/Mouse	\$25
Laser Pointer (3) [advances PowerPoint]	\$25
Video-Conferencing (with PIP)	\$160/day or portion thereof

*Offered in Multi-Purpose Room only

Web Casting (Streaming)	Call for Quote
1 camera	\$250/hour
2 camera	\$350/hour
3 camera	\$450/hour
*A/V Staff to operate	

Miscellaneous Accessories

Combination Whiteboard/Flipchart	\$25
*Markers, Paper Usage included	
16" Mobile Stage Unit (with black or blue skirting)	\$40/each
30" Stage Unit	\$80/each

Labor

**For dedicated staff at event; labor for set-up, equipment use instruction and tear-down included in equipment cost*

**Labor needs to be requested at least three (3) weeks in advance*

A/V Technician (1 hour minimum)	\$75/hour
Computer Support Labor (1 hour minimum)	\$50/hour